

INSTRUCTIONS FOR COMPLETING THE CIVIL SERVICE POSITION DESCRIPTION FORM (CS-214)

The following are instructions for completing this position description form. Please read them carefully and refer to them when filling out this form. When you are finished, you should detach these instructions and forward your position description to the appropriate person. Make a photocopy for your personal records.

ITEMS 1-14 TO BE FILLED OUT BY SUPERVISOR/APPOINTING AUTHORITY

- Items 1-13 Please be sure to fill out all of the boxes.
- Item 14 The General Summary of the position should describe the overall purpose/function of the position.
- This summary should be stated in no more than three or four sentences.

ITEMS 15-21 TO BE FILLED OUT BY EMPLOYEE (IF POSITION IS NOT VACANT)

- Item 15 The General Summary of a duty describes a major part of your position.
- Divide your position into its major parts. Most positions can be described within four to six general duties. For example, a secretary may have the following four areas:
 1. Preparing and maintaining office records.
 2. Preparing reports and correspondence.
 3. Receiving and screening visitors and telephone calls and providing information to others.
 4. Distributing mail.
 - Describe the specific task(s) you follow to complete **each** duty. The task statements should describe:
 1. What the worker does.
 2. For whom it is done.
 3. What is produced or why it is produced.

(E.g., interviews applicants to determine position skills and employment history; operates mowing equipment to maintain State properties.)
 - Be as specific as possible and do not combine two or more tasks into one statement. Below are some examples of well written and poorly written task statements.

Preferred	Not Preferred
• Designs sampling methods for conducting studies. (Very precise.) • Examines employee's work product to evaluate employee's performance. (More specific and detailed.) • <u>Transports</u> boxes to stockroom. (Is ADA compliant because it focuses on <u>what</u> needs to be done and not <u>how</u> it is to be done.)	• Assists in conducting studies. (Too vague, don't know what "assists" entails.) • Supervises three employees to assign tasks and reviews work product and performance. (Too broad, contains too many tasks.) • <u>Lifts</u> and <u>carries</u> boxes to stockroom. (Is not ADA compliant because it suggests <u>how</u> something is to be done. This could be seen as discriminatory, as one may be able to perform this duty with a reasonable accommodation.)

- **Also, remember to write the duties and tasks that currently exist, not as they will or may exist sometime in the future.**

- Item 16
1. Identify the decisions you make in the course of performing your position duties.
 2. Describe the effect they have on other people and/or program functions.
 3. Identify the consequences of your action or inaction.
- Item 17
1. Provide examples of when you need to go to your supervisor for assistance.
 2. Provide examples of the types of approval and review required by your supervisor.
- Item 18
- List significant **physical activities** that you perform in the position as well as any **unpleasant** or **hazardous** condition(s) that you are exposed to in the performance of your position duties. You must also include the **frequency** of each activity and condition. For example, a Storekeeper may have to “transport large boxes occasionally.” A Conservation Officer may be “exposed to wet and cold conditions periodically.”
- Following are some physical activities and physical conditions to assist you. You may list others not found below.
- Physical Activities:** Standing, sitting, climbing, stooping, balancing, kneeling, crouching, crawling, reaching, lifting, carrying, walking, running, and bending.
- Conditions/Hazards:** Wet, cold, heat, noise, dust, smoke, odors, fumes, fire, chemicals, vegetation, contaminated air, contaminated soil, contaminated water, and radiation.
- Item 19
- Include the names and Civil Service titles of persons you are formally assigned to oversee or supervise on an on-going basis.
- Item 20
- Please check the boxes that identify the activities you are formally assigned to perform for the people you oversee or supervise.
- Item 21
- This must be signed and dated if the position is currently filled by an employee. If it is vacant, the signature of the preparer (typically the supervisor) should appear.

ITEMS 22-28 TO BE FILLED OUT BY SUPERVISOR

- Item 22
- Please indicate the item number(s) you are referring to, then explain your exception.
- Item 23
- Please consult your ADA coordinator and the EEOC’s ADA Technical Assistance Manual for assistance in identifying the essential functions of this position.
- Item 24
- Address the following when completing this section.
- Has the organizational structure changed? Have reporting relationships changed? If so, when?
 - Have responsibilities and duties been added to the position? If so, why?
 - Has the type or level of supervision provided to this position changed? How (less, more)?
 - Are the duties more complex? How?
 - **Do not** just say that the position is now performing the work of the requested level, etc. This does not explain **how** the duties and responsibilities have changed to support the reclassification of the position.
- Item 25
- Give a general summary of the function of the work area and how this position fits into that function.
- Item 26
- List the level and type of formal education required (e.g., associate’s degree in geology). The listed position duties and tasks in the position description should support the level and type of formal education required.

List the amount and type of experience necessary to perform the position at this level. The amount of experience should be listed in annual increments, such as “two years of experience as a Departmental Analyst.” As with the educational requirement, the amount and type of experience should be supported by the position duties.

List any special knowledge, skills, and abilities that are necessary to perform the essential functions of this position. These are in addition to what the job specification requires and must be supported by the essential functions of the position.

List any certificates, licenses, or registrations required. These must be supported by the essential duties of the position. For example, a “current pilot’s license” should be required for an Aircraft Pilot position.

- Item 27 **Important:** Each position description **must** be signed and dated by the supervisor.
- Item 28 Please indicate the item number(s) you are referring to, then explain your exception.
- Item 29 This **must** be signed and dated by an approved appointing authority representative.

***IMPORTANT** — The following information outlines Civil Service Commission rules and regulations that relate to position reviews:

1. An employee’s position may be reviewed once every twelve (12) months. The twelve months begin on the date you were appointed to the position or the effective date of the last position review.
2. The effective date assigned to a position establishment or reclassification will be in compliance with Civil Service effective date regulations.
3. In addition to having your department submit a request for your position to be reviewed, you may choose to file a request for position review directly with Civil Service. Please include a completed position description and a cover memo explaining what classification action you are seeking. Send to:

Department of Civil Service
Bureau of Human Resource Services
400 South Pine
P.O. Box 30002
Lansing, MI 48909

Please refer to Chapter 4 of the *Michigan Civil Service Commission Rules* for the complete text of the rules.

State of Michigan
Department of Civil Service
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Michigan Department of Agriculture
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Classification of Position Weights & Measures Inspector 9/10	10. Division Consumer Protection Division
5. Working Title of Position (What the agency titles the position) Weights & Measures Inspector	11. Section Weights and Measures Program
6. Name and Classification of Direct Supervisor Robert DeRubeis, State Administrative Manager 15	12. Unit Weights & Measures
7. Name and Classification of Next Higher-Level Supervisor Timothy White, State Administrative Manager 17	13. Work Location (City and Address)/Hours of Work 80 hour pay period, Various Counties

14. General Summary of Function/Purpose of Position

As an entry level position under supervision of a program manager and/or field supervisor, works to ensure economic welfare for the State of Michigan, concerning weights and measures in the following areas: all weights and measures devices and applicable commodities related to the handling, storage and dispensing of consumer products (e.g., retail and wholesale agricultural, petroleum and manufactured products). Approximately 96% of all domestic commodities that are bought and sold, and approximately 99% of all international trade, are based on weights and measures. Based on consumer complaints, inspects and verifies the compliance of commercial weighing and measuring systems with all applicable Laws and Regulations. Enforcement of state Laws and Regulations relating to weighing and measuring devices and commodities used in commercial transactions.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

70% of Time

On a regional basis, through OJT (on the job training) we assure equity in the marketplace by inspection and testing of retail motor fuel metering systems to ensure compliance with all applicable Laws and Regulations.

Individual tasks related to the duty.

Under supervision of a program manager and/or field supervisor, this entry level position will:

- Determines suitability of weighing and measuring equipment and systems in operation in Michigan (e.g. retail/terminal fuel facilities, chemical plants, delivery vehicles, grain elevators, hardware stores, precious metals dealers, manufacturing plants (e.g., automobile parts, military equipment), scrap yards, asphalt plants, concrete plants and public utilities);
- Inspect and evaluate weighing and measuring system use and installation to determine compliance with all applicable requirements {e.g. National Type Evaluation Program (NTEP) initial and permanence testing):
- Acquire knowledge of laws, regulations and program policies/procedures to initiate, re-inspections and follow-up inspections and tests to ensure compliance.
- Test and calibrate, on a fee basis, industrial, non-commercial and inventory control weighing and measuring equipment.
- Acquire knowledge of traceability requirements and NIST Handbook 44 testing requirements, witness weighing and measuring device tests performed by third parties, evaluate the results, and approve or condemn devices as required.
- Perform any other related work or duty as appropriate to this classification as directed by program administration.
- Acquire and/or maintain computer proficiency to generate official test reports.

Duty 2

General Summary of Duty 2

5% of Time

On a regional basis, through OJT enforce P.A. 283 of 1964, as amended, the Michigan Weights and Measures Act and associated regulations.

Individual tasks related to the duty.

Under supervision of program manager and/or field supervisor, the entry level position will:

- Acquire knowledge and experience as demonstrated by field proficiency and completion of and certification in applicable National Conference on Weights and Measures (NCWM) training courses to inspect, test and certify weighing and measuring devices and packaged commodities.
- Certifies, condemns or seizes weighing and measuring devices.
- Provides explanations regarding laws, policies, and complex specifications and tolerances to affected parties (e.g. consumer and industry work groups, device owner/operators);
- Based upon consumer complaints, inspects weighing and measuring devices, systems, for compliance with applicable laws, regulations and program policies/procedures.
- Assist with department hearings and court cases (e.g., witness);
- Perform any other related work-related task or duty as appropriate to this classification as directed by program administration.

Duty 3

General Summary of Duty 3 5% of Time

Training and attendance.

Individual tasks related to the duty.

Under supervision of program manager and/or field supervisor, the entry level will:

- Attend the job training, as program administration deems necessary. (e.g. NCWM course EPO's, NIST Handbook 44 requirements, proper equipment operation, documentation requirements, etc.);
- Attend classroom presentations on official inspection parameters, Handbook 44 requirements, EPO's and NCWM modules, etc. to interested parties (e.g. industry representatives, Michigan Weights and Measures Association members, etc.);
- Attend, participate in, and successfully pass or complete all training modules and/or conferences as it pertains to the weights and measures program function (e.g., NIST Training Courses; State, Central Weights and Measures Association, National Conferences; department, division or program training) or as program administration deems necessary.

Duty 4

General Summary of Duty 4 5% of Time

Through OJT, calibrate and maintain the legal integrity of test equipment.

Individual tasks related to the duty.

Under supervision of a program manager and/or field supervisor, the entry level position will:

- Assist the state metrologist in the calibration of standards of mass, length and volume used by state and local field staff and industry customers (e.g., test weights, volumetric provers, measure tanks, length standards);
- Maintain the legal integrity of all assigned standards, recommending storage/usage changes as needed;
- Perform any other related work or duty as appropriate to this classification as directed by program administration.

Duty 5

General Summary of Duty 5 5% of Time

Through OJT, scheduling and record keeping.

Individual tasks related to the duty.

Under supervision of a program manager and/or field supervisor, the entry level position will:

- Acquire skills to accurately document and report all tests and inspections;
- Acquire skills to assist in the determination of regional inspection priorities (e.g. new weighing and measuring technology, re-inspections, aging information);
- Acquire skills to schedule and route all activities so maximum efficiency and effectiveness are realized in assigned area, making regular recommendations for efficiency improvement (e.g. equipment utilization, route information ledgers);
- Perform any other related work or duty as appropriate to this classification as directed by program administration.

Duty 6

General Summary of Duty 6

5% of Time

Through OJT, vehicle and equipment operation and maintenance.

Individual tasks related to the duty.

Under supervision of a program manager and/or field supervisor, the entry level position will:

- Demonstrate proficiency in the operation of all program-assigned vehicles (e.g. tractor/semi-trailer combinations, trucks with and without trailers and automobiles);
- Acquire knowledge, experience and demonstrated proficiency to properly operate all assigned ancillary equipment (e.g. electric, mechanical and hydraulic weight handling equipment, electric and gasoline powered pumps, generators and small engines);
- Perform routine maintenance and make minor repairs to assigned equipment (follow maintenance schedules, oil/filter/plug changes, lubrications, proper storage preparations, etc.);
- Recommend new designs/changes for existing or proposed equipment purchases (e.g. scale testing equipment, prover systems and specialized applications);
- Perform any other related work or duty as appropriate to this classification as directed by program administration.

Duty 7

General Summary of Duty 7

5% of Time

Through OJT, sampling.

Individual tasks related to the duty.

Under supervision of a program manager and/or field supervisor, the entry level position will:

- Assist in procuring and maintaining the legal integrity of samples for laboratory analysis and possible use in legal proceedings (motor fuel, feed, fertilizers, paints, lubricants, soils, agricultural products, etc.);
- Perform any other related work or duty as appropriate to this classification as directed by program administration.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Under supervision of a program manager and/or field supervisor, the entry-level position is given an assigned area and receives OJT and classroom training as it pertains to the planning and scheduling of his/her work. Through OJT learns individual discretion and judgement based on training, experience and observation, to apply defined policies, guidelines and/or instruction.

17. Describe the types of decisions that require your supervisor's review.

The program manager or field supervisor is contacted for guidance when input is necessary for the scheduling of department test equipment or when technical information is needed regarding the newly designed commercial weighing or measuring equipment. The program manager or field supervisor is also contacted for recommendations regarding OJT program(s).

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

The work environment involves a considerable degree of risk and discomfort. Flammable products such as gasoline, diesel fuel, jet fuel and liquefied petroleum gas are handled routinely in large quantities. Inspections and tests are conducted out of doors in inclement weather, in manufacturing plants, warehouses, flour and grain mills, scrap yards, slaughterhouses, refineries, pipeline distribution terminals etc. A great deal of physical effort is required as many weighing systems are tested by hand using 50 pound weights and 1000 pound weights handled mechanically or by the use of hand carts. Testing of weighing and measuring systems requires a great deal of climbing (e.g., grain elevators, large volumetric provers, pipeline terminals). Inspections are sometimes conducted in high crime areas. Fieldwork requires driving cars and trucks and operating electric and hydraulic equipment in all types of weather and hazardous conditions. Large work areas require extensive driving and frequent nights spent away from home.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME

CLASS TITLE

NAME

CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.

☐ Assign work.

☐ Provide formal written counseling.

☐ Approve work.

☐ Approve leave requests.

☐ Review work.

☐ Approve time and attendance.

☐ Provide guidance on work methods.

☐ Orally reprimand.

☐ Train employees in the work.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

- 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**

Not applicable. Position Description prepared by supervision.

- 23. What are the essential duties of this position?**

Under supervision of a program manager and/or field supervisor, the entry level position through OJT will identify compliance to applicable state Laws and Regulations in the area of commodity sales methods, commercial device operation, packaging, labeling and advertising, through observation, inspection and testing. As directed by program administration, initiates prosecution and appears in court as a witness for the state when necessary.

- 24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Not applicable.

- 25. What is the function of the work area and how does this position fit into that function?**

Under supervision of a program manager and/or field supervisor, the entry level position through OJT inspects, surveys, tests and evaluates the methods and devices used for wholesale and retail commodity sales to assure compliance with state weights and measures Laws and Regulations. This unit is the field level enforcer, thus is the observer, inspector and court witness who obtains voluntary or involuntary compliance.

- 26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

EDUCATION:

Knowledge acquired through the completion of High School.

EXPERIENCE:

Must be able to pass drug and alcohol screening.

KNOWLEDGE, SKILLS, AND ABILITIES:

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

- 27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.**

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

Appointing Authority's Signature

Date